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NOTICE OF REGULAR MEETING AND AGENDA OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, JANUARY 28, 2003
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco CA - Russian Hill Suite

(1) CALL TO ORDER

(3) MIF MINUTES OF DECEMBER 17, 2002 REGULAR MEETING - Review Minutes and action as required.

(3) ROLL CALL

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS CONTINUED
(a) Program Coordinators Contracts and Sub-Contracts.

(6) PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT (MIF) FUND
(a) Program Management:
  (i) Budget reconciliation report from Muni Finance Department -- Update
  (ii) MIF Program Report to MTA -- Update

(b) Ambassador Training Program
(c) Publications
  (i) Destinations -- Update
  (ii) Ambassador Newsletter – Update
(d) Friends of MUNI
(e) Employee Assistance and Peer Assistance Program
(f) San Francisco Career Ladder Training Program

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(9) ADJOURNMENT

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JANUARY 21, 2003
CROWN PLAZA UNION SQUARE
480 SUTTER STREET
SAN FRANCISCO, CA
3:30 P.M.

TRUSTEES PRESENT: Larry Martin
Daniel Daly
Michael Kasolas
William Sisk

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ALTERNATE TRUSTEES PRESENT: Irwin Lum
John Madden
Judith Teichman
Rafael Cabrera

STAFF IN ATTENDANCE:
Audra Knight, Program Coordinator
Yolanda Mora, Staff

ALSO IN ATTENDANCE:
Audrey Rice-Oliver, Muni
Frank Lee
Sabina Ubell
Suzanne Korey
Gayle Orr-Smith

(1) **CALL TO ORDER –** Chairman Larry Martin called the January 21, 2003 Municipal Railway Improvement Fund Board of Trustees Meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF JANUARY 21, 2002** – There were no minutes of the December 17, 2002 meeting.

Speakers: Larry Martin
Action: None
Ayes: None
Motion: None

(4) **PUBLIC COMMENT - None**

(4) **ITEMS TO BE CONTINUED**

Mr. Audra Knight expects to have a signed contract by next week. They are still working on sub-contracts.

Speakers: Larry Martin, John Madden, Audra Knight, and Audrey Rice-Oliver
Action : None
Ayes: None
Motion: None

(6) **PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND**

(a) **Program Management**

(i) Budget Reconciliation report from Muni Finance Department: Mr. Knight has spoken with Alicia Fletcher for help on this FY budget.

Speakers: Audra Knight
Actions: None
Ayes: None
Motion: None

(ii) MIF Program Report to MTA: Mr. Knight said we have had a difficult time in getting all data needed to complete the report. By the end of February the MTA report will be ready.

Speakers: Audra Knight
Action: None
Ayes: None
Motion: None

(b) **Ambassadors Training Program**

Mr. Knight reported so far, one series of classes was successfully completed. There will be classes in February and March 2003, but nothing scheduled for April 2003

Speaker: A. Knight
Action: none
Motion: none

(c) **Employee Assistance and Peer Assistance Programs**

Sabina Ubell gave the EAP/PAP activity report. She reported Division site visits are still going on, they go to the terminals. She also reported since July, there have been no new member orientation class.

Speaker: Sabina Ubell, John Madden, Larry Martin, Irwin Lum and Michael Kasolas
Action: None
Motion: None

(d) **"Friends of Muni" Program**

Mr. Knight stated that Mr. Maxwell was unable to attend today's meeting nothing new to

report

(e) **Publications**

"Destinations" Mr. Knight reported there was no authorization to print the newsletter. The news letter is just sitting there waiting to be printed.

"Ambassador" – nothing to report.

Speaker: Audra Knight, Gayle Orr-Smith.
Action: None
Ayes: None
Motion: None

(f) **San Francisco Career Ladder Training Grant**

Frank Lee reported classes started September 30, 2002. 56 individuals have completed classes. Mr. Lee handed out Spring 2003 class schedule brochure. He reviewed invoices for the Career Ladder Program. He will be attending the National Transit Career Ladder Conference in Miami, Florida in February 13th & 14th 2003. Mr. Martin complemented Mr. Lee for a wonderful job he is doing. Suzanne Korry reported a progress report. The City College is holding on to part-time workers, there is a 50% cut back at City College during the summer.

Speaker: Larry Martin, Frank Lee, Suzanne Korry and William Sisk
Action: None
Ayes: None
Motion: None

We welcomed the new trustees, they introduced themselves: William Sisk President Local 250-A, Rafael Cabrara Vice President Local 250-A, and Michael Kosalas Muni Trustee.

(7) **ADJOURNMEN**

There being no further business, the meeting was adjourned at 4:52 p.m.

Respectfully Submitted,
Audra Knight and Yolanda Mora

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PAGE ONE OF ONE FACSIMILE TRANSMITTAL AND PUBLIC NOTICE

DATE: February 20, 2003

TO: SAN FRANCISCO PUBLIC LIBRARY
Fax: 415-557-4475 Phone: 415-557-4400

FROM: MUNICIPAL RAILWAY IMPROVEMENT FUND
YOLANDA MORA, MIF SECRETARY
Fax: 415-922-9416 Phone: 415-440-6823

COMMENTS: PLEASE POST THIS NOTICE FOR PUBLIC VIEWING THANK YOU.

PUBLIC NOTICE

PLEASE BE ADVISED THAT THE MUNICIPAL RAILWAY IMPROVEMENT FUND REGULAR MONTHLY MEETING SCHEDULED FOR TUESDAY, FEBRUARY 25, 2003 AT THE CROWN PLAZA HOTEL AT 3:30 P.M. HAS BEEN CANCELLED.

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TF OFFICE PHONE (415) 440-8619
1508 Fillmore Street, Suite 211
San Francisco, CA 94115

MUNICIPAL RAILWAY
IMPROVEMENT FUND
FAX NUMBER
(415) 922-9416

Fax

To:	San Francisco Public Library Document Department	From:	Yolanda Mora Municipal Railway Improvement Fund Office
Fax:	(415) 557-4475	Pages:	3
Phone:		Date:	April 22, 2003
Re:	Municipal Railway Improvement Fund Board of Trustees Calendar Agenda	CC:	File

Urgent X For Review X Post for Public Viewing Please Reply

COMMENTS:

Dear Sir/Madame:

Please post the attached MIF calendar agenda on a bulletin board for public viewing; Notice of regular meeting and agenda for the Board of Trustees Municipal Railway Improvement Fund meeting, Tuesday, April 22, 2003.

(Note: Two hard copies have been mailed to your office.)

No Hard Copy received

Opeiu 3 afl clo 142

4/22/03 2:30pm Called about incomplete fax.
Sent Agenda Fact Sheet No Response

(d) **"Friends of Muni"**
- (i) Update -- Action as required

(e) **Publications**
- (i) Purchase order printing of Destination – Action as required
- (ii) Destinations – Action as required
- (iii) Ambassador – Action as required

(f) **San Francisco Career Ladder Training Program**
- (i) Report concerning training – Action as required
- (ii) Other matters related to Career Ladder Program

(6) **ADJOURNMENT**

NOTE - Items listed on this calendar will not be heard before the stated time.

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NOTICE OF REGULAR MEETING AND AGENDA FOR THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, MAY 27, 2003
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 SUTTER STREET, SAN FRANCISCO
SUTTER III

(1) **CALL TO ORDER**

(2) **MIF MINUTES OF APRIL 22, 2003 REGULAR MEETING– Review of Minutes and action as required.**

(3) **ROLL CALL**

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND**

(a) **Program Management**
- (i) MIF Budget Information – Update
- (ii) Past Due Invoices – Knight & Associates, Inc and Stir Fry – Action as requires
- (iii) MIF Coordinator's Expense Report – Action as required
- (iv) Sub-Contractor/Scope of Work/invoice for Binder and Associates – Action as required

(b) **Ambassador Training Program**
- (i) Ambassador Program Training/Train the Trainer – Update

(c) **Friends of Muni**
- (i) Research Activity - Update

(d) **Publications**
- (i) Destination – Update
- (ii) Ambassador- Update

(e) **Employee Assistance and Peer Assistance Program**
- (i) Employee Assistance and Peer Assistance Program Report – Update

(f) **San Francisco Career Ladder Training Program**
- (i) Other matters related to Career Ladder Program-Action as required

(6) **ADJOURNMENT**

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7/03

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, MAY 27, 2003
CROWN PLAZA UNION SQUARE
480 SUTTER STREET
SAN FRANCISCO, CA
3:30 P.M.

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TRUSTEES PRESENT: Larry Martin
William Sisk
Andrea Gourdine

ALTERNATE TRUSTEES PRESENT: John Madden
Judith Teichman

STAFF IN ATTENDANCE:
Audra Knight, Program Coordinator
Yolanda Mora, Staff

ALSO IN ATTENDANCE:
Audrey Rice-Oliver
Sabina Ubell

(1) **CALL TO ORDER** – Chairman Larry Martin called the May 27, 2003 Municipal Railway Improvement Fund Board of Trustees meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF APRIL 22, 2003** – A motion was made to approve the minutes of April 22, 2003 meeting. M/S/C

Speakers:	Larry Martin
Action:	Approved
Ayes:	Larry Martin, William Sisk, Andrea Gourdine, John Madden and Judith Teichman
Motion:	213
Public Comment:	None

(4) **PUBLIC COMMENT - None**

(5) **PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND**

(a) **Program Management**

(i) **MIF Budget Information –**

Will be completed by next Wednesday, June 4, 2003.

Speakers: Audra Knight
Actions: None
Ayes: None
Motion: None

(ii) **Past Due Invoices -**

The problem was, there were not contract at the time the work was done. The work was done September 2002. There was a clerical error or oversight. Motion was made request for Muni purchasing for a retroactive extension. Recommendation to Audrey Rice-Oliver to get some one to get contracts written and ready for signature. Ms. Rice-Oliver will contact William Sisk.

Speakers: Audra Knight , Larry Martin, Audrey Rice-Oliver, Andrea Gourdine and Judith Teichman.
Action: Approved
Ayes: Larry Martin, Andrea Gourdine, Judith Teichman, John Madden and William Sisk.
Motion: **Carried**

(iii) **MIF Coordinator's Expense Report –**

Audra needs additional information in order to proceed with payment.

Speakers: Larry Martin, Audra Knight, and John Madden
Action:
Ayes:
Motion:

(iv) **Sub-Contractor/Scope of Work/Invoices for Binder & Associates –**

Submitted a form to the Trustees for approval. Additions to form, ending date and other provisions. M/S/C to accept the form with amendments.

Speakers: Larry Martin, Audra Knight, John Madden and Andra Gourdine
Action: Approved
Ayes: Larry Martin, William Sisk, Andrea Gourdine, John Madden and Judith Teichman.
Motion:

(b) **Ambassadors Training Program**

Mr. Knight reported the classes would start in July sometime. He will have a final budget on Monday for FY 2004-2005.

Speaker: Larry Martin, Audra Knight, Andrea Goudine, and William Sisk.
Action: None

Motion: None

(c) **Employee Assistance and Peer Assistance Programs**

Sabina Ubell gave the EAP/PAP activity report. She will work on a year to year comparison and will give a copy of Chairman Martin. She also, reported Claremont has not received a signed contract yet. Contract was approved by the MTA. Claremont did received a partial payment.

Speaker: Sabina Ubell, Larry Martin, and John Madden
Action: None
Motion: None

(d) **Friends of Muni Program**

Audra Knight stated on how to make this program a non-profit program. Chairman Martin said to make a draft profile first. Set up an advisory board. Look into grants.

Speakers: Larry Martin, Audra Knight, Andrea Gourdine, and Judith Teichman
Action: None
Ayes: None
Motion: None

(e) **Publications**

"Destinations" Audra Knight reported there was no activity on the newsletter.
"Ambassador" Audra Knight reported there was no activity on the newsletter.
Speaker: Audra Knight.
Action: None
Ayes: None
Motion: None

(f) **San Francisco Career Ladder Training Grant**

Frank Lee was not able to attend. Motion was made to authorize the Chair and Trustees to work on an extension of contract for Career Ladder Program. M/S/C.

Speaker: Larry Martin, William Sisk, Andrea Gourdine, Judith Teichman and John Madden
Action: Aproved
Ayes: None
Motion: None

(7) **ADJOURNMEN**

There being no further business, the meeting was adjourned at 4:45 p.m.

Respectfully Submitted,
Audra Knight and Yolanda Mora

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=Agenda

NOTICE OF REGULAR MEETING AND AGENDA
FOR THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, JUNE 24, 2003
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 SUTTER STREET, SAN FRANCISCO
TELEGRAPH

(1) CALL TO ORDER

(2) MIF MINUTES OF JUNE 24, 2003 REGULAR MEETING– Review of Minutes from the May 27, 2003 and action as required.

(3) ROLL CALL

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items that are within the subject matter jurisdiction of the Municipal Railway Improvement Fund and that do not appear on the agenda.

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(5) PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

(a) Program Management
- (i) Board approval of Contract Extensions – Action as required
- (ii) MIF Budget Information – Update

(b) Ambassador Training Program
- (i) Resumption of Training – Update

(c) Employee Assistance and Peer Assistance Program
- (i) Employee Assistance and Peer Assistance Programs Report – Update.

(d) "Friends of Muni"
- (i) Research Activity in Progress – No action as required

(e) Publications
- (i) Destination – No action as required
- (j) Ambassador—No action as required

(f) San Francisco Career Ladder Training Program
- (i) Report concerning training – Action as required
- (ii) Other matters related to Career Ladder Program-Action as required

(g) Shirley Breyer-Black – Resignation

(6) ADJOURNMENT

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JUNE 24, 2003
CROWN PLAZA UNION SQUARE
480 SUTTER STREET
SAN FRANCISCO, CA
3:30 P.M.

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TRUSTEES PRESENT: William Sisk
John Dudley
Michael Kasolas

ALTERNATE TRUSTEES PRESENT: Judith Teichman
Rafael Cabrera

STAFF IN ATTENDANCE:
Audra Knight, Program Coordinator
Yolanda Mora, Staff

ALSO IN ATTENDANCE:
Audrey Rice-Oliver
Sabina Ubell
Frank Lee

(1) **CALL TO ORDER** – Acting Chairman William Sisk called the June 24, 2003 Municipal Railway Improvement Fund Board of Trustees meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF May 27, 2002** – A motion was made, seconded and carried to approve the minutes of May 27, 2003 meeting.

Speakers: William Sisk
Action: Approved
Ayes: William Sisk, John Dudley, Michael Kasolas, Rafael Cabrera and Judith Teichman
Public Comment: None

(4) **PUBLIC COMMENT - None**

(5) **PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND**

(a) Program Management

(i) Board approval of Contract Extensions– Action as required

Mr. Knight reported there are two (2) extentenstions for Local 250-A

We need to authorize extensions for six (6) months for F. Lee and Local 250-A. Motion was made to authorize Chairman to approve contract extensions for a period not to exceed six (6) months. Motion was made, seconded and carried.

Speakers: Audra Knight, Judith Tiechman, Michael Kasolas
Actions: Approved
Ayes: W. Sisk, J. Dudley, M. Kasolas, J. Teichman, R. Caberera
Motion: Carried

(ii) MIF Budget Information - Update

Mr. Knight reported he is still working on the budget.

Speakers: Audra Knight
Action: None
Ayes: None
Motion: None

(b) Ambassadors Training Program

Mr. Knight reported the classes would start in July sometime. Twelve (12) classes will be held, twenty (20) students in twelve (12) months. In house training by Muni.

Speaker: Audra Knight, William Sisk, Audrey Rice-Oliver, and Judith Teichman
Action: None
Motion: None

(c) Employee Assistance and Peer Assistance Programs

Sabina Ubell gave the EAP/PAP activity report. Muni has a new DUI policy. Motion was made, seconded and carried to accept Ms. Ubell's report.

Speaker: Sabina Ubell, W. Sisk.
Ayes: W. Sisk, J. Dudley, M. Kasolas, J. Teichman and R. Cabrera
Action: Approved
Motion: Carried

(d) Friends of Muni Program

Audra Knight stated non profit status still in progress.

Speakers: Audra Knight
Action: None
Ayes: None
Motion: None

(e) Publications

"Destinations" Audra Knight reported there was no activity on the newsletter.
"Ambassador" Audra Knight reported there was no activity on the newsletter.
Speaker: Audra Knight.
Action: None
Ayes: None
Motion: None

(f) **San Francisco Career Ladder Training Grant**

Frank Lee reported all of his invoices have been paid except three (3). Mr. Lee still does not have final figures from City College yet. A total of 270 members have taken classes, 190 have completed them. He has only spent 43 % of the budget. Mr. Lee has an invoice for a reimbursement. Motion was made, seconded and carried to pay Mr. Lee.

Speaker: William Sisk, John Dudley, Rafael Cabrera, Michael Kasolas, and Judith Teichman
Action: Approved
Ayes: W. Sisk, J. Dudley, R. Caberea, M. Kasolas and J. Teichman.
Motion: Carried

(7) **ADJOURNMEN**

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully Submitted,
John Dudley and Yolanda Mora

YM opeiu 3 afl cio 142

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JULY 22, 2003
CROWN PLAZA UNION SQUARE
480 SUTTER STREET
SAN FRANCISCO, CA
3:30 P.M.

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SEP 26 2003
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TRUSTEES PRESENT: Lawrence B. Martin
William Sisk
John Dudley
Andrea Gourdine
Michael Kasolas

ALTERNATE TRUSTEES PRESENT: Irwin Lum
Rafael Cabrera
Judith Teichman
John Madden

STAFF IN ATTENDANCE:
Frank Lee, Career Ladder Program
Yolanda Mora, Staff

ALSO IN ATTENDANCE:
Audrey Rice-Oliver
Sabina Ubell
Suzanne Korey

(1) **CALL TO ORDER** –Chairman Lawrence Martin called the July 22, 2003 Municipal Railway Improvement Fund Board of Trustees meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF June 24, 2002** – A motion was made, seconded and carried to approve the minutes of June 24, 2003 meeting.

Speakers:	Lawrence Martin
Action:	Approved
Ayes:	L. Martin, J. Dudley, M. Kasolas, R. Cabrera, A. Gourdine, I. Lum J. Madden and J.Teichman
Public Comment:	None

(4) **PUBLIC COMMENT - None**

(5) PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

(a) Program Management

(i) Board approval of Contract Extensions– Action as required

Mr. Dudley reported there was a change in the format, so we need to get the proper format in place, so we can get our extensions approved. Mr. Dudley will inform the Board when the format has been completed.

Speakers: J. Dudley and Judith Tiechman
Actions: None
Ayes: None
Motion: None

(ii) MIF Budget Information - Update

Mr. Dudley reported there is work still to do on budget.

Speakers: John Dudley
Action: None
Ayes: None
Motion: None

(b) Ambassadors Training Program

Mr. Dudley reported the classes started Monday, July 15, 2003. There will be one class per month until the end of the year.

Speaker: J. Dudley
Action: None
Motion: None

(c) Employee Assistance and Peer Assistance Programs

Sabina Ubell gave the EAP/PAP activity report. Mr. Ubell reported June is Drug Awareness month. She will have a year ending report for the fall, the number of cases are going up form 192 to 225. Motion was made, seconded and carried to accept Ms. Ubell's report.

Speaker: Sabina Ubell, John Madden and Judith Teichman
Ayes: L. Martin, J. Dudley, A. Gourdine, I. Lum, J. Madden, M. Kasolas, J. Teichman and R. Cabrera
Action: Approved
Motion: Carried

(d) Friends of Muni Program

Mr. Martin stated non-profit status still in progress.

Speakers: Lawrence Martin
Action: None
Ayes: None

Motion: None

(e) Publications

"Destinations" Mr. Martin reported there was no activity on the newsletter.
"Ambassador" Mr. Martin reported there was no activity on the newsletter.

Speaker: Lawrence Martin
Action: None
Ayes: None
Motion: None

(f) San Francisco Career Ladder Training Grant

Frank Lee reported on attendance of classes. There will be a meeting to discuss the new Supervisor ToolBox. Mr. Lee had a discussion with Mr. Bolden from Sacramento on the progress of the Program, it was very positive. S. Korey stated it would be nice of the Trustees to attend on of the classes. A motion was made, seconded and carried to have Mr. Lee purchase a computer.

Speaker: L. Martin, F. Lee, S. Korey, J. Madden, and J. Teichman
Action: Approved
Ayes: L. Martin, J. Dudley, R. Caberea, A. Gourdine, I. Lum, J. Madden M. Kasolas and J. Teichman.
Motion: Carried

(7) ADJOURNMENT

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully Submitted,
John Dudley and Yolanda Mora

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY JANUARY 27, 2004
1508 FILLMORE STREET
SAN FRANCISCO, CA
3:30 P.M.

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TRUSTEES PRESENT: Larry Martin
Andrea Gourdine
William Sisk

PRESENTS ALTERNATE TRUSTEES:
John Dudley
Judith Teichman
Michael Kasolas

STAFF IN ATTENDANCE:
Yolanda Mora, Staff

ALSO IN ATTENDANCE:
Frank Lee
Sabina Ubell
Ray Antonio

(1) **CALL TO ORDER** – Chairman Larry Martin called the January 27, 2004 Municipal Railway Improvement Fund Board of Trustees Meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF JANUARY 12 , 2004** – Chairman Martin asked the Board to review the Minutes of the Municipal Railway Improvement Fund Board of Trustees Special Meeting of January 12, 2004 . It was noted that the only business was Career Ladder Program. After review: a motion was made, seconded and carried to approve the Minutes of January 12, 2004 monthly meeting, as presented.

Speakers:	Larry Martin and Judy Teichman
Action:	Approved
Ayes:	Martin, Teichman, Gourdine, Kasolas, Sisk and Dudley.
Motion:	Carried
Public comment:	None

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND**

(a) **Program Management**

(i) Mr. Lee reported there is an outstanding balance to pay Mr. Ragland $10,000. Mr. L Lee suggests we pay him $4,000.00 and investigate the remaining $6,000.00 which occurred during Danny Beagle's time. M/S/C to pay Mr. Ragland $4,000.00.

Speakers: Martin, Lee, Gourdine, Kasolas, Teichman
Actions: Approved
Ayes: Martin, Teichman, Gourdine, Kasolas, Sisk and Dudley
Public Comment: None

(ii) Ray Antonio's Contract -- In place of a contract, Mr. Antonio will be c.assified as a temp part time. Since he is on disability he can only earn $300.00 a month.
Speakers: Martin, Antonio
Actions: None
Ayes: None
Public Comment: None

(iii) Computer for MIF secretary -- Mr. Martin reported the computer for MIF secretary is dead; we would need to purchase a new one. **M/S/C** to purchase a new computer.
Speakers: Martin
Action: Approved
Ayes: Martin, Lee, Gourdine, Kasolas, Teichman and Dudley

(b) **Ambassadors Training Program – No business**
Speaker: None
Action: None
Motion: None
Public Comment: None

(c) **Employee Assistance and Peer Assistance Programs**

Sabina Ubell gave the EAP/PAP activity report. The month of December the numbers were down. They are in the process of developing classes for: Violence in the Workplace and Grief & Loss. Their invoices for Claremont are current. **M/S/C** to accept Ms. Ubell's report.

Speaker: Ubell, Martin and Teichamn
Ayes: Martin, Teichman, Gourdine, Kasolas, Sisk and Dudley
Action: Approved
Motion: Carried

Public Comment: None

(d) **San Francisco Career Ladder Training Grant**

Mr. Lee reported he is working on a way to get Civil Service points for our members that take classes. There was a long discussion. Ms. Gourdine stated she would help. On December 15, 2003 he finally received the 2 final invoices from City College. There is a cash hold at the moment. City College went and printed the brochure without the Trustees approval. We said we would not pay for printing. There was a long discussion concerning the relationship with City College. **M/S/C** to accept Mr. Lee's report.

Speaker:	Martin, Kasolas, Gourdine, Lee, Antonio and Teichman
Action:	Approved
Ayes:	Martin, Teichman, Gourdine, Kasolas, Sisk and Dudley
Motion:	Carried
Public Comment:	None

(7) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully Submitted,
John Dudley and Yolanda Mora

JD:ym

NOTICE OF SPECIAL MEETING & AGENDA
MUNICIPAL RAILWAY IMPROVEMENT FUND
WEDNESDAY, April 28, 2004
3:30 P.M.
1508 FILLMORE STREET, #211
SAN FRANCISCO, CA 94115

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(1) **CALL TO ORDER**

(2) **MIF MINUTES OF THE PREVIOUS MEETING—**

(3) **ROLL CALL**

(4) **PUBLIC COMMENT**—At this time, members of the public may address the Fund on items that are within the subject matter jurisdiction of the Municipal Railway Improvement Fund and that do not appear on the agenda.

(5) **PROGRAMS OF THE MUNICIPAL RAILWAY IMPROVEMEN FUND**

(a) **Program Management**—Action as required

(b) **Ambassador Training Program**—Action as required

(c) **Employee Assistance and Peer Assistance Program**—Action as required

(d) **San Francisco Career Ladder Training Program**—Action as required

(6) **ADJOURNMENT**

NOTE – Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY – Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meeting will reminded the other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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Rachel Amstine O'Hara, Clerk
City Hall, Room 362
1 Dr. Carlton B. Goodlette Place
San Francisco, CA 94102-4683
Office: (415) 554-6171 Fax: (415) 554-6177
Email: Rachel_AmstineO'Hara@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Library and on the City's website at www.ci.sf.ca.us

The public may inspect documents referred to in this agenda during normal business hours – 9:00 a.m. to 5:00 p.m. from Yolanda Mora, Municipal Railway Improvement Fund, 1508 Fillmore Street, Suite 211, San Francisco, CA 94115 and you may also call (415) 440-8619.

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4/28/04 BOARD OF TRUSTEES MEETING REPORT

Prepared by Frank Lee

I. SAN FRANCISCO TRANSIT CAREER LADDER PARTNERSHIP

(A) $500K EDD Grant: review close out report to be completed by April 30.

(B) $500K EDD Grant : approve final payment of CCSF invoices previously held-up.

(C) $500K EDD Grant projected balance.

(D) New $300K Federal Grant: response to Chancellor Day's March 17 letter.

II. MIF PROGRAM

(A) Budgets: Reviewed of current budget status and plan for FY 04/05.

(B) Contract: Status of MIF Coordinator contract and plan to initiate an RFP.

(C) David Ragland: recommendation for payment of outstanding invoices.

(D) Newsletter : With the Board's permission, I recommend that we hold off preparation of a contract for Heiress Public Relations to develop a newsletter until such time as a paid Program Coordinator is in place to supervise her work.

SAN FRANCISCO MUNICIPAL RAILWAY

IMPROVEMENT CORPORATION

BOARD OF DIRECTORS MEETING

Wednesday, March 9, 2005
2:00 p.m.
401 Van Ness Avenue, Room 334
San Francisco, California

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AGENDA

1. Call to order
2. Public comment
3. Approval of the minutes of the Board meeting of December 1, 2004 (attached)
4. Update by Trustee and Legal Counsel on Board finances
5. Consideration of Municipal Railway request to reprogram Central Control facility funds (attached)
6. Update from Municipal Railway staff on Mission-Steuart hotel development
7. Update from Municipal Railway staff on the status of the proposed development of Kirkland Yard
8. Update from Municipal Railway on recently approved projects (Geneva canopy, New Orleans streetcar purchase, PCC rehabilitation)
9. Such other business as may come before the Board of Directors
10. Setting a date and time for the next Board meeting
11. Adjournment

January 20, 2005

Mr. Rudy Nothenberg
President of the Board
San Francisco Municipal Railway Improvement Corporation
P.O. Box 567
Monte Rio, CA 95462

Dear Mr. ~~Nothenberg~~ Rudy:

I am writing in response to your request for additional information regarding San Francisco Municipal Railway's (Muni's) request to reprogram $150,000 in San Francisco Municipal Railway Improvement Corporation (SFMRIC) funds.

SFMRIC previously allocated $150,000 (SFMRIC #51) to study alternatives for the replacement of Muni's Central Control facility at West Portal. The Central Control facility is the communication nerve center for all modes of Muni transit and enables Muni to manage its daily transit services. An in-house analysis was conducted in 1999 that evaluated potential Central Control sites under consideration at that time, and identified key Central Control systems that would need to be replaced and/or upgraded as part of any Central Control rehabilitation. Due to uncertainty regarding a new site, the study has not commenced and the $150,000 in SFMRIC funds is unspent.

Current Request

Muni has secured a federal grant of $990,000 specifically for Central Control improvements, and requires local matching funds of $247,500. Muni prioritized the most critical needs regarding the Central Control facility's communications and control systems and has determined that the replacement of the voice data recorder, procurement of stand-by equipment, and final cutover to the new train control system as the highest priorities. Muni requests that SFMRIC reprogram the $150,000 in unspent funds as match toward the federal grant, which would allow begin work on this project. Muni is seeking the balance of the local matching funds needed from other sources. More detailed information on each of the projects, listed in priority order, follows:

1) **Voice Data Recorder and Headsets**
   Central Control's voice data recorder system records and archives all phone and radio calls to the Central Control dispatcher, and is critical to managing incident investigations and the claims process. The current analog system has been maintained beyond its useful life and requires frequent maintenance, and is incompatible with modern digital phone systems. Muni will replace this equipment with a new more reliable and efficient digital recorder to store and research recorded voice data along with approximately 30 new phone sets to function with the

new recorder. The equipment is transferable and could be moved in the event Muni relocates to a new Central Control site in the future.

2) **Axle Counter Evaluator (ACE) Stand-by Units**
Muni's Advanced Train Control System (ATCS) manages safe train movement in Muni's Metro subway. A vital component of the ATCS is the Axle Counter Evaluator (ACE) located in each of the subway system's eight equipment rooms. The ATCS equipment's main computers reside at Central Control and ACE units report local equipment status and execute local control commands as directed by the Central Control computer. In the event of an ACE unit failure, the main computer closes a specific segment of the subway system to automatic train traffic, thereby impacting service system-wide. In order to minimize service disruptions, Muni seeks to purchase eight stand-by ACE units to serve as a back-up in the event of a primary ACE unit failure.

3) **Final Cutover to Advanced Train Control System (ATCS)**
While Muni's ATCS system is designed and tested to perform as a sole signal system in the Metro subway, Muni continues to maintain two signal systems in a "dual-mode" configuration, leading to significant operating costs. The "dual-mode" system was required during the phased replacement of the Boeing LRVs with the Breda LRVs, while Muni was running a mixed fleet in the subway. Now that the Boeing LRVs are no longer in service, a hardware and procedural cutover must be performed in order to retire the old system. Lacking specialized expertise in signaling design for the ATCS, Muni would employ the services of a technical specialist to develop cutover strategies and procedures, and to engineer fallback interlocking controls, if recommended.

Project Cost, Funding and Schedule

The estimated total project cost is $1,313,000. It will take approximately 6-10 months each to procure/install the voice data equipment, procure/install the ACE back-up units, and to perform the technical services work toward final cutover of the ATCS. Depending on funding availability, the three projects could be done concurrently.

Table 1. Costs

Voice Data Recorder and Headsets	$575,000
ACE Stand-by Units	$480,000
Final Cutover to ATCS	$132,000
Muni Project Management & Engineering Services	$126,000
Total	**$1,313,000**

Muni has secured $990,000 in federal funds that require matching funds of $247,500. Muni requests the reprogramming of $150,000 in SFMRIC funds to leverage $750,000 in federal funds, allowing Muni to begin work on these items. The balance of funding to complete the project is being sought from local transportation sales tax funds (Prop K).

Table 2. Funding

Federal funds – Section 5309-BAF (allocated)	$990,000
SFMRIC (this request)	*$150,000*
Prop K (planned)	$173,000
Total	**$1,313,000**

Muni requests that SFMRIC consider this request to reprogram funds at your next meeting. In the meantime, if you have any questions regarding this request, please contact me at (415) 554-4125.

Sincerely,

Stuart Sunshine
Deputy Executive Director

Cc: Scott Emblidge, SFMRIC Counsel
Monique DeJong, Muni
Ann Carey, Muni
Leda Young, Muni
Roger Nguyen, Muni
Patty DeVlieg, Muni